

Sanitized - Approved For Release :

CIA-RDP70-00211R000200160031-7

Report for Week Ending 31 October 1956
from

FORMS MANAGEMENT BRANCH

25X1A9a

1. Forms Survey - Conduct of a questionnaire-type survey of 522 apparently inactive forms has produced the following results:

Forms Obsolete 188
Forms Current Activity
~~REAFFIRMED~~ 276
Reports still pending 58
Total Forms Surveyed 522

2. Employee Suggestions - 25X1A9a

On Hand Last Week		11
Disapproved	1	
Returned to Committee	3	
Total Processed	4	4
25X1A9a Balance on hand		7

3. IAC-AHIP-WGDSI - At its 22 October meeting the Intelligence Advisory Committee's Ad-Hoc Sub-Committee on Information Processing approved the attached proposed Terms of Reference for the Working Group on Document Security Indications

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4. Cable Forms - Offset Cable Forms 12, 12a and 12a-1 have recently been revised and procurement action initiated. Initial supplies are due in by 15 December 1956.

5. Funding of Agency Forms - Mr. [redacted] of Logistics advises that funds for Agency forms have been cut by the Comptroller to about \$150,000.00 for FY57. Over $\frac{1}{2}$ (about \$79,000.00) has already been committed during the first four months of this year. Unless additional funds can be made available considerable difficulties in forms procurement can be expected in the last half of the Fiscal Year.

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6. Training
25X1A9a Recently Completed
- Basic Management
- BOC

25X1A9a In Process
- BOC
- Effective Writing
Conference Leadership

7.

	COMPLETED ACTIONS SUMMARY				TOTAL	No. OF COPIES
TYPE	DD/I	DD/P	DD/S	STOCK		
New		1	1	3	5	59000
Revision			1	4	5	63000
Reprint	4	2	7	4	17	90800
Total	4	3	9	11	27	212800

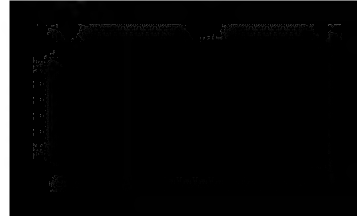
Redesignated 1
Obsolete 93

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8.

PENDING ACTIONS SUMMARY					
TYPE	DD/I	DD/P	DD/S	STOCK	TOTAL
New	4	2	3	1	10
Revision		6	8	3	17
Reprint				4	4
Total	4	8	11	8	31



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